Chapter 6 Reports

BC0A   Potential Bid List Purge Report

Purpose   To provide the user a listing of potential commodity supplying vendor purges for the CSVN Table.

Distribution

**Frequency of
Preparation**   As needed.

**Sort
Sequence**   By vendor number within vendor name, within buyer code, within maintaining agency number, within commodity class/sub-class.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name from ABUY Table for commodity (COMM) buyer code.
	Commodity Class/Sub-Class	5	Inferred commodity class/sub-class of CSVN record to be purged
	Commodity Description	40	Inferred first line of commodity description from the COMM Table
	Vendor Name	30	Inferred vendor name from CSVN record to be purged
	Vendor Number	11	Inferred vendor number from CSVN record to be purged
	Date Added	6	Inferred set-up date of CSVN record to be purged

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	#No Response	2	Inferred number of recorded no responses against vendor of CSVN record to be purged
	Purge Code (title)	40	Inferred interpretation of purge code from CSVN record to be purged
	On List	4	Inferred number of potential records on list
	Purge Candidates	4	Inferred number of records on list that are potential purge candidates

BC1A   Summary of Bid List Purges

Purpose   To provide the user a listing of bid list purges for the commodity maintaining agency by commodity class/sub-class.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By commodity class/sub-class within maintaining agency.

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Commodity Class/Sub-Class	5	Inferred commodity class/sub-class of CSVN under review
	Commodity Description	2x40	Inferred first two lines of description of commodity class/sub-class from COMM Table
	# At Start	4	Inferred total of all CSVN vendor records with that class/sub-class
	Protected	4	Inferred total of CSVN vendor records reviewed for that class/sub-class that contain a purge code of 3 protecting the record(s) from purge
	Pot (potential) Purge	4	Inferred total of CSVN vendor records reviewed for that class/sub-class that is a potential record for purge (contains three no responses by a vendor)

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Resp	4	Inferred total of CSVN vendor records reviewed for that class/sub-class that contain a purge code of 2 protecting the record(s) from purge for one purge cycle
	Purged	4	Inferred total of CSVN vendor records reviewed for that class/sub-class that were purged
	PCT (percent) Dec (decrease)	3	Computed percentage of decrease (Purged/# At Start), i.e., 20 (purged)/200 (# At Start) = 010% or 10%
	Final List	5	Computed total of remaining CSVN vendor records for that class/sub-class, i.e., # At Start - Purged = Final List
	Total of All Bid Lists	4	Computed total of all CSVN classes/sub-classes in CSVN
	Bid Lists, Vendors (Total of All)	4	Computed total of all CSVN vendor records in CSVN
	Total Bid List Affected	4	Computed total of CSVN class/sub-class records reviewed
	Bid List, Vendors (Total Affected)	4	Computed total of CSVN vendor records reviewed
	# At Start (Total Affected)	4	Computed beginning total of all CSVN vendor records reviewed
	Protected (Total Affected)	4	Computed total of all protected (purge code = 3) CSVN vendor records reviewed
	POT (potential) Purge	4	Computed total of all CSVN vendor records reviewed with three no responses recorded
	Buyer Resp (Total Affected)	4	Computed total of all buyer protected (purge code = 2) CSVN vendor records reviewed
	Purged (Total Affected)	4	Computed total of all purged CSVN vendor records
	PCT DEC (Total Affected)	3	Computed total percentage decrease of all purged CSVN vendor records (Total Purged/Total # At Start), i.e., 200 (purged)/20000 (# At Start) = 001% or 1%

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Final List (Total Affected)	5	Computed total of remaining CSVN vendor records remaining after purge (Total # At Start - Total Purged = Total Final List)

BC2A   Commodity Alpha Master Listing

Purpose   To provide the user a listing of commodities in alpha/numeric sequence based on the first two lines of commodity description in the COMM Table.

Distribution

**Frequency of
Preparation**   As needed.

**Sort
Sequence**   By contract number within description line 1, within description type, within commodity number, within commodity description.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Desc (description) Level	1	Inferred commodity description level for commodity displayed (A - Class, B - Sub-Class, C - Item, D, E, etc.)
	Commodity Description	?x40	Inferred commodity description from CSPC for listed commodity
	Commodity Number	11	Inferred commodity number of commodity description printed
	Unit Of Measure	?x5	Listing of unit(s) of measure for listed commodity number
	Maintain Agency	6	Inferred maintaining agency number from the COMM Table record for listed commodity

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Code	3	Inferred buyer code from the COMM Table record for listed commodity
	Contract #	?x10	Inferred contract number(s) for commodity awarded on contract
	Status Code	1	Inferred status of listed commodity record from COMM Table
	Line #	?x5	Inferred contract line number(s) for commodity awarded on contract
	& CHG (change) Date	6	Inferred date of last status code change from COMM Table for listed commodity

BC2B   **Commodity Numeric Master Listing**

Purpose   To provide the user a listing of commodities in numeric sequence based on the commodity
number in the COMM Table.

Distribution

**Frequency of
Preparation**   As needed.

**Sort
Sequence**   By contract number within commodity description line 1, within description type, within
commodity number.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Commodity Number	11	Inferred commodity number of commodity description printed
	Desc (description) Level	1	Inferred commodity description level for commodity displayed (A - Class, B - Sub-Class, C - Item, D, E, etc.)
	Commodity Description	?x40	Inferred commodity description from CSPC for listed commodity
	Unit Of Measure	?x5	Listing of unit(s) of measure for listed commodity number
	Maintain Agency	6	Inferred maintaining agency number from the COMM Table record for listed commodity

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Code	3	Inferred buyer code from the COMM Table record for listed commodity
	Contract #	?x10	Inferred contract number(s) for commodity awarded on contract
	Status Code	1	Inferred status of listed commodity record from COMM Table
	Line #	?x5	Inferred contract line number(s) for commodity awarded on contract
	& CHG (change) Date	6	Inferred date of last status code change from COMM Table for listed commodity

BC2C   Commodity Descriptions By Buyer

Purpose   To provide the user a listing of commodities by responsible buyer code in alpha/numeric sequence based on the first two lines of commodity description in the COMM Table.

Distribution

**Frequency of
Preparation**   As needed.

**Sort
Sequence**   By contract number within commodity description line 1, within description type, within commodity number, within commodity description, within buyer name, within maintaining agency.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name for COMM responsible buyer code from ABUY Table
	Desc (description) Level	1	Inferred commodity description level for commodity displayed (A - Class, B - Sub-Class, C - Item, D, E, etc.)
	Commodity Description	?x40	Inferred commodity description from CSPC for listed commodity
	Commodity Number	11	Inferred commodity number of commodity description printed
	Unit Of Measure	?x5	Listing of unit(s) of measure for listed commodity number

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Maintain Agency	6	Inferred maintaining agency number from the COMM Table record for listed commodity
	Buyer Code	3	Inferred buyer code from the COMM Table record for listed commodity
	Contract #	?x10	Inferred contract number(s) for commodity awarded on contract
	Status Code	1	Inferred status of listed commodity record from COMM Table
	Line #	?x5	Inferred contract line number(s) for commodity awarded on contract
	& CHG (change) Date	6	Inferred date of last status code change from COMM Table for listed commodity

BC3A   List of Supplying Vendors by Commodity Class/Sub-Class

Purpose   To provide the user a listing of commodity supplying vendors by responsible buyer code and commodity class/sub-class from the CSVN Table.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By vendor code within commodity class/sub-class, within buyer name, within maintaining agency

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name for COMM responsible buyer code from ABUY Table
	Commodity Class/Sub-Class	5	Inferred commodity class/sub-class from the CSVN Table
	Commodity Description	2x40	Inferred first two lines of commodity description from CSPC for listed commodity class/sub-class
	Vendor Number	11	Inferred vendor number for commodity class/sub-class from CSVN Table
	Vendor Phone	3/3/4/4	Inferred vendor contact phone number for CSVN vendor from the VEND Table

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Sup (supplying Ven (vendor) Stat (status) Code	2	Inferred supplying vendor status code from the CSVN Table
	Status Chg (change) Date	6	Inferred date supplying vendor was last changed in CSVN Table
	Last Bid Date	6	Inferred date vendor was last issued a bid for commodity class/sub-class from the CSVN Table
	Consec (consecutive) # No Bid	3	Inferred number of consecutive no bid responses for supplying vendor from the CSVN Table
	Consec (consecutive) # No Response	3	Inferred number of consecutive no responses for supplying vendor from the CSVN Table
	S (company size)	2	Inferred small business size (Y/N) for the supplying vendor from the VEND Table
	M (minority)	2	Inferred minority business status (Y/N) for the supplying vendor from the VEND Table
	W (woman owned)	2	Inferred woman owned business status (Y/N) for the supplying vendor from the VEND Table
	E (ethnicity)	2	Inferred ethnicity code for the supplying vendor from the VEND Table
	# Act (active) Compl (complaints)	3	Inferred number of active complaints for the supplying vendor from the VEND Table
	Vendor Name 1	30	Inferred name line 1 for supplying vendor from the VEND Table
	Contact	35	Inferred vendor contact for the supplying vendor from the VEND Table
	Vendor Name 2	30	Inferred name line 2 for supplying vendor from the VEND Table
	City	15	Inferred city for the supplying vendor from the VADR Table address type 1 or 2
	State	2	Inferred state code for the supplying vendor from the VADR Table address type 1 or 2

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Zip Code	5/4	Inferred zip code for the supplying vendor from the VADR Table address type 1 or 2

BC4A   Commodity Consumption Report

Purpose   To provide the user a report of commodity purchases against contract and open market listing of commodity supplying vendors by responsible buyer code and commodity class/sub-class from the CSVN Table.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By description line 2 within description line 1, within unit of measure, within commodity number, within contract line number, within contract number.

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	PART I (Total purchases under contract)		
	Contract Number	10	Inferred contract number under which commodity was awarded
	Line #	5	Inferred contract line number for listed commodity
	Commodity Number	11	Inferred commodity number of contract number/line number
	Unit of Measure	5	Inferred unit of measure for listed commodity, contract number and line number

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Jul	6	Inferred quantity purchased in the month of July for listed commodity under listed contract number and line number
	Aug	6	Inferred quantity purchased in the month of August for listed commodity under listed contract number and line number
	Sep	6	Inferred quantity purchased in the month of September for listed commodity under listed contract number and line number
	Oct	6	Inferred quantity purchased in the month of October for listed commodity under listed contract number and line number
	Nov	6	Inferred quantity purchased in the month of November for listed commodity under listed contract number and line number
	Dec	6	Inferred quantity purchased in the month of December for listed commodity under listed contract number and line number
	Total	7	Inferred total quantity purchased for listed commodity under listed contract number and line number
	Commodity Description	2x40	Inferred first two lines of commodity description for listed commodity from CSPC Table
	Jan	6	Inferred quantity purchased in the month of January for listed commodity under listed contract number and line number
	Feb	6	Inferred quantity purchased in the month of February for listed commodity under listed contract number and line number
	Mar	6	Inferred quantity purchased in the month of March for listed commodity under listed contract number and line number
	Apr	6	Inferred quantity purchased in the month of April for listed commodity under listed contract number and line number

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	May	6	Inferred quantity purchased in the month of May for listed commodity under listed contract number and line number
	Jun	6	Inferred quantity purchased in the month of June for listed commodity under listed contract number and line number
PART II (Total purchases by commodity)			
	Commodity Number	11	Inferred commodity number purchased
	Unit of Measure	5	Inferred unit of measure for listed commodity
	Jul	6	Inferred quantity purchased in the month of July for listed commodity
	Aug	6	Inferred quantity purchased in the month of August for listed commodity
	Sep	6	Inferred quantity purchased in the month of September for listed commodity
	Oct	6	Inferred quantity purchased in the month of October for listed commodity
	Nov	6	Inferred quantity purchased in the month of November for listed commodity
	Dec	6	Inferred quantity purchased in the month of December for listed commodity
	Total	7	Inferred total quantity purchased for listed commodity
	Commodity Description	2x40	Inferred first two lines of commodity description for listed commodity from CSPC Table
	Jan	6	Inferred quantity purchased in the month of January for listed commodity
	Feb	6	Inferred quantity purchased in the month of February for listed commodity
	Mar	6	Inferred quantity purchased in the month of March for listed commodity

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Apr	6	Inferred quantity purchased in the month of April for listed commodity
	May	6	Inferred quantity purchased in the month of May for listed commodity
	Jun	6	Inferred quantity purchased in the month of June for listed commodity

BC5A   Commodities or Services Last Purchased Prior to 999999

Purpose   To provide the user a report of commodities last purchased prior to a specified date.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By date last purchased within buyer code, within maintaining agency, within commodity description, within commodity code, within maintaining agency.

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Commodity Number	11	Inferred purchased commodity last purchased within date parameter
	Commodity Description	2x40	Inferred first two lines of commodity description for listed commodity from CSPC Table
	Maint Agency	6	Inferred maintaining agency for listed commodity from COMM Table
	Buyer Code	3	Inferred responsible buyer of listed commodity from COMM Table
	Last Purc Agency	6	Inferred purchase agency to last purchase listed commodity within date parameter from COMM Table

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Date First Purchased	6	Inferred date listed commodity was first purchased from COMM Table
	Date Last Purchased	6	Inferred date listed commodity was last purchased from COMM Table

BC6A   Purge Vendor Letter

Purpose   To provide the user a vendor purge letter for notifying the vendor of the commodity classes/sub-classes for which the vendor may be purged from the bidding list.

Distribution

Frequency of Preparation   As needed.

Sort Sequence   By commodity class/sub-class, within vendor name, within maintaining agency.

Page Break On   Report page break will occur when more than 1 full page of information exists.

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Department Letter Head	?	As determined by the Purchase Bureau
	Vendor Name 1	15	Inferred vendor name 1 of potential purged vendor from VEND Table
	Date	6	Inferred print date of purge notice
	Vendor Name 2	15	Inferred vendor name 2 of potential purged vendor from VEND Table
	Address Line 1	10	Inferred address line 1 of potential purged vendor from VADR address type 1 or 2
	Address Line 2	10	Inferred address line 2 of potential purged vendor from VADR address type 1 or 2
	City	10	Inferred city of potential purged vendor from VADR address type 1 or 2

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	State code	2	Inferred state code of potential purged vendor from VADR address type 1 or 2
	Zip	5/4	Inferred zip code of potential purged vendor from VADR address type 1 or 2
	Important Notice	?	Text as determined by Purchase Bureau
	Class/Sub-Class	?x5	Inferred commodity class/sub-class for which the listed vendor is a potential purge form the bid list (CSVN Table)
	Description	?x40	Inferred first line of description for listed class/sub-class from CSPC Table

BC7A   Bid List Purge Report

Purpose   To provide the user a listing by buyer of vendors which have been purged from commodity class/sub-classes from the CSVN Table.

Distribution

**Frequency of
Preparation**   As needed.

**Sort
Sequence**   By vendor code within commodity class/sub-class by buyer

**Page
Break On**   Report page break will occur when more than 1 full page of information exists.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Code	3	Inferred buyer code from COMM Table
	Buyer Name	35	Inferred buyer name for COMM responsible buyer code from ABUY Table
	Commodity Class/Sub-Class	5	Inferred commodity class/sub-class from the CSVN Table
	Commodity Description	2x40	Inferred first two lines of commodity description from CSPC for listed commodity class/sub-class
	Vendor Name	35	Inferred vendor name from VEND for the vendor number reported
	Vendor Number	11	Inferred vendor number for commodity class/sub-class from CSVN Table

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Date Added	8	Inferred date vendor was added from the VEND table
	Status Chg (change) Date	6	Inferred date supplying vendor was last changed in CSVN Table

BC9A   Purchase Detail On Recycled Products

Purpose   To provide the user a listing of purchase amounts by commodity number on recycled products for fiscal year to date and prior fiscal year in AGPS.

Distribution

**Frequency of
Preparation**   As needed.

**Sort
Sequence**   By commodity number.

**Page
Break On**   Report page break will occur when more than 1 full page of information exists.

**Retention
Requirements**   None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Commodity Number	11	Inferred commodity number purchased by listed agency
	FYTD Dollar Amount	14	Inferred fiscal year to date amount of purchase of listed commodity for listed agency
	PFY Dollar Amount	14	Inferred prior fiscal year amount of purchase of listed commodity for listed agency
	Commodity Description	2x40	Inferred first two lines of description for listed commodity from the CSPC Table
	Grand Total FYTD Dollar Amount	14	Inferred grand total of fiscal year to date amount of purchase of all listed commodities for all listed agencies on report

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Grand Total PFY Dollar Amount	14	Inferred grand total of prior fiscal year amount of purchase of all listed commodities for all listed agencies on report